

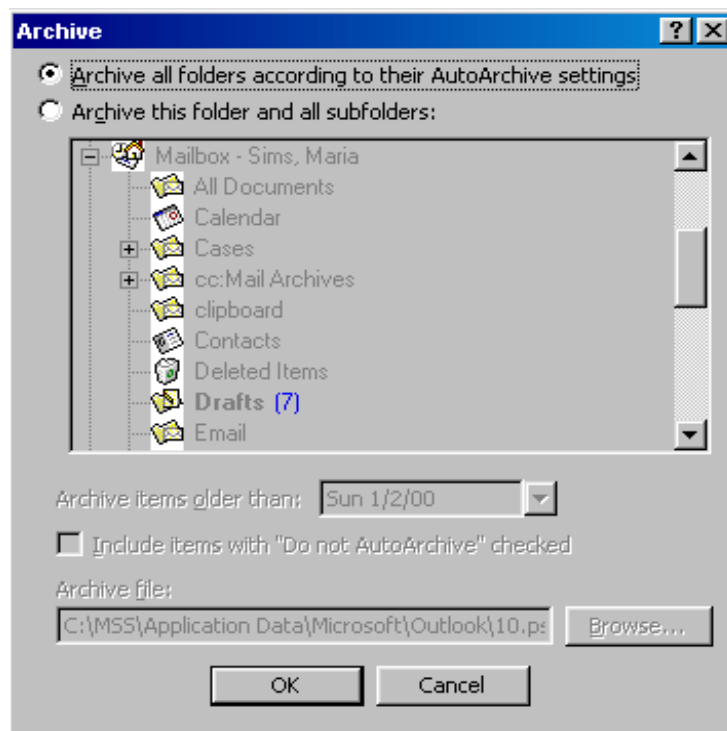
MS OUTLOOK '98 - Archiving

The folders in Microsoft Outlook '98 can become cluttered with messages that you no longer use. Your Inbox can become cluttered with messages you want to keep but not access everyday. Those messages can be deleted or you can transfer messages to an archive file located on your hard drive. If you need to access the archived messages you can retrieve them from the archived files. Archive messages can be created in two ways:

- Manually archive messages yourself
- Allow the AutoArchive feature to automatically archive your messages

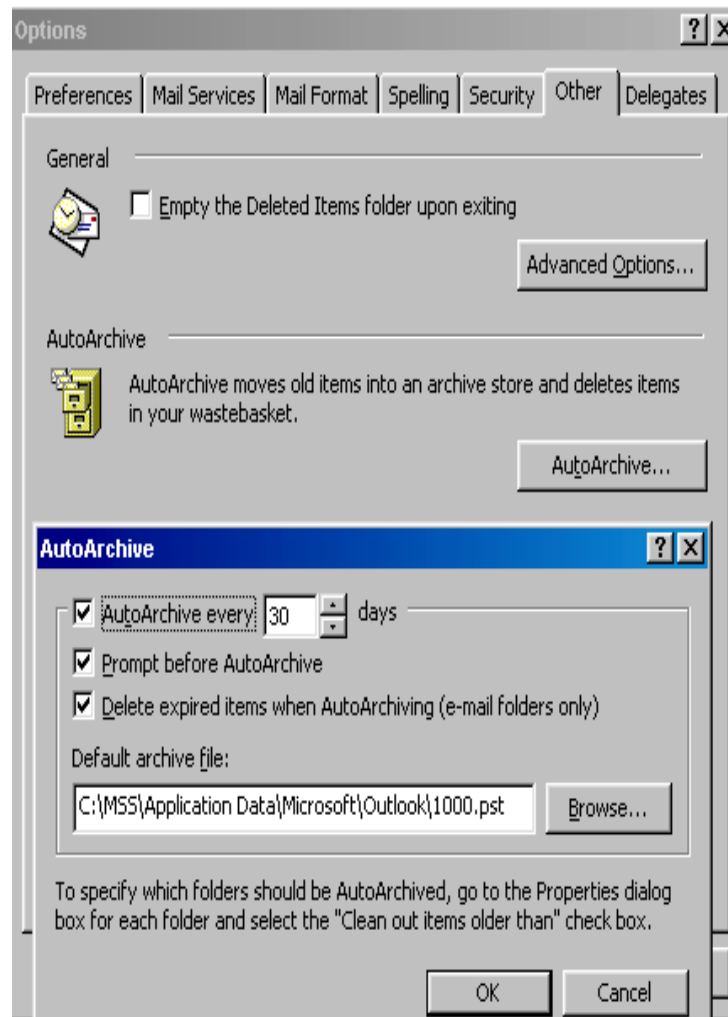
Automatic Archiving in MS Outlook '98

You can have mail messages automatically archived by using the AutoArchive feature. When using the AutoArchive method of archiving you must indicate a date range for archiving.



Outlook is set up by default to archive messages older than 14 days. You can change the 14-day time span and specify the different folders to be archived. To turn on AutoArchive, select the **Tools** menu, click **Options**, click the **Other** tab, and then select **AutoArchive**. You will also need to set the AutoArchive properties for each folder that you want archived. At the folder level, you can determine which items are archived, and how often they are archived. You can AutoArchive individual folders, groups of folders, or all Outlook folders. The process runs

automatically whenever you start Outlook. The AutoArchive properties of each folder are checked by date, and messages are moved to your archive file. AutoArchive runs only when you start up Outlook. If you want to run AutoArchiving in the middle of using Outlook session, change the number of days in the AutoArchive to 1. **NOTE:** The messages in the Deleted Items folder are deleted.



AutoArchive dialog box:

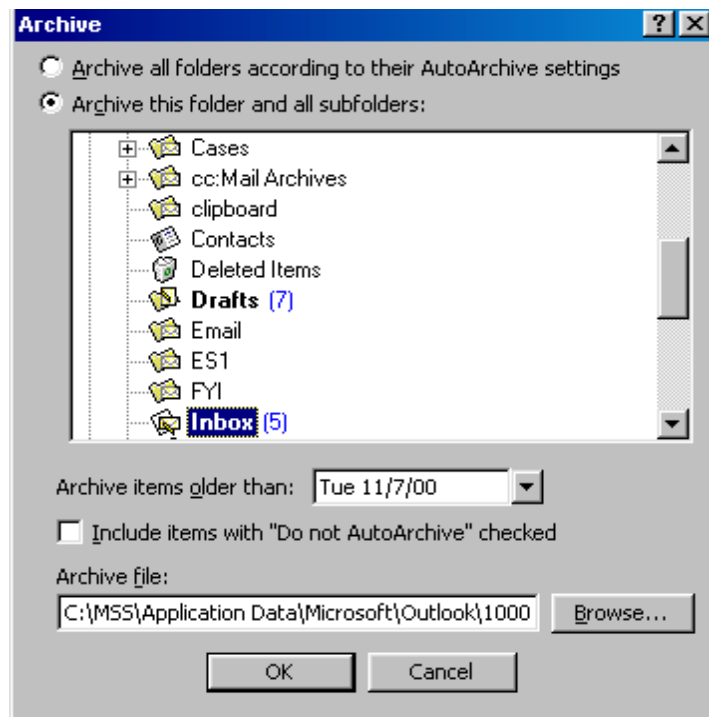
- There is an option to turn off AutoArchiving
- You can turn off the prompt that lets you know that AutoArchiving is about to start.
- There is a button to turn off the option that automatically deletes deleted messages.
- There is a data entry field that allows you to change the name of the archive file, if desired.

Set AutoArchive properties for a folder

1. Right-click the folder you want to AutoArchive, and then click Properties.
2. Click the AutoArchive tab.

3. To start automatic archiving, select the Clean out items older than check box.
4. Select a month, when items should be automatically transferred to your archive file.
5. To specify a file for the archived items to be transferred to, click Move old items to.
6. In the Move old items to box, type a file name for the archived items, or click Browse to select a file.

MANUAL Archiving in MS Outlook '98



You can manually transfer mail messages to a storage file by clicking **Archive** on the **File** menu. The default file (archive.pst) will store the mail messages and append the file every time you use this function. You can also rename the archive file to specify a subject or date range.

To rename the default file name, use the browse button in the archive screen, highlight and change the file name. When you select OK, that file will become your default archive file. The archive screen also has, the Archive items older than field with a drop down calendar that allows you to select an archival date. You can also type the date requirement using mm/dd/yy. After you have chosen your parameters, select the OK button and the archiving will start. NOTE: In the bottom right corner of the Outlook screen a visual alert will let you know that archiving is in progress. You must wait for the alert to go off before executing another archive action.

Steps for Manually archiving your messages

1. Choose the archive command from the file menu.
2. You have the choice of archiving according to your AutoArchive settings or manually selecting folders and subfolders for archiving.
3. If you want to archive folders and subfolders, select the folder you wish to archive.
4. Modify the archive messages older than date, if desired.
5. If you want to archive all items, check the option to Include items with "Do not AutoArchive" checked.
6. If you do not wish to use the default file (the default file name is archive.pst), type a different file name or browse the directory for the desired file.
7. Click on OK

Retrieving messages from you archived files

Add a personal folder file to your profile

- On the Tools menu, click Services.
- On the Services tab, click the Add Button.
- In the Add service To Profile dialog box, select Personal Folders.
- Click OK.
- Specify the file name and location for your personal folder file.
- Click Open.
- In the Name box, enter a name for the personal folder file.
- Select the options you want.

To open an archive file (files with extension .pst) point to open on your **file menu**, choose **Personal Folders Files** and select the archive file. To retrieve archived messages easily; you first need to add the archive file to your profile, as a personal folder.